

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1571

**TITLE:** PRODUCER/DIRECTOR

**GRADE:** S-24

**DEFINITION:**

Under general direction, plans, produces, directs and scripts commercial quality video programs for the government access channels and institutional network; supervises video production staff; and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

None.

**ILLUSTRATIVE DUTIES:**

Provides primary technical support and expertise to agency users in the planning of cable programs for the government access channels, from pre-production to post-production;  
Produces/directs field and studio location productions for the government access channels and institutional network;  
Coordinates and produces simultaneous productions on the government access channels;  
Performs script writing duties as assigned on government access productions;  
Oversees editing of all productions on the government access channels and institutional network;  
Analyzes program production requests and determines staff hours needed to accomplish same;  
Plans and coordinates contract personnel schedules and assignments for productions;  
Assists in the preparation of the programming budget, making recommendations on future staff and equipment needs;  
Attends cable advisory committee meetings as directed;  
Conceptualizes and plans integration of computer graphics and other technical production elements into government access logos and illustrations;  
Plans and delivers training programs on usage of video equipment and elements of production to staff;  
Prepares reports on cable issues and makes presentations to community advisory groups, citizens and County employees;  
Supervises video production personnel in performance of productions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the theory, techniques and current equipment utilized in producing commercial-quality video programs;  
Ability to conceive and write scripts for video productions;  
Ability to organize and coordinate all elements of program production;  
Ability to express ideas clearly and concisely, orally and in writing;  
Ability to work effectively with co-workers, other County officials, community groups, and the general public;  
Ability to supervise subordinates in the accomplishment of video productions.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with major course work in media communications, journalism, or a related field; PLUS

Five years of progressively responsible work in television production, with at least three years of experience as a producer or director.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

ESTABLISHED: June 3, 1996